



## Rapid City Rush Administrative Assistant Position

### Responsibilities:

- Answer phones
- Assist customers with ticket & retail requests/purchases
- Organization & cleanliness of office
- Process & Manage office deliveries & shipments
- Manage & restock office supplies
- Assist with office projects as needed
- Assist with donation & appearance requests
- Manage Miner's Club
- Manage 50/50 Partnerships
- Responsible for cash drawer and receipts, etc.
- Schedule & Run Online Auctions through Ebay
- Merchandise Assistant:
  - Manage & Process online orders
  - Help walk-in customers
  - Restock office store & team store as needed
  - Process new orders
  - Inventory Control
  - Additional Responsibilities include:
    - Assist with buying and ordering new merchandise
    - Help maintain merchandise budget
    - Determine ways to increase profit margin
    - Research new 'must have' team gear
    - Update & manage online team store
    - Training on POS ~ responsible for inputting new orders, inventory control, etc.

### **Additional Responsibilities Could Include:**

- Manage PayPal Account ~ responsible for transferring/refunding funds
- Manage ALL donation requests ~ acceptance & rejection
- Press Releases ~ compose all Rush announcements outside hockey operations & include on Rush website
- Update game photos & manage Photo Gallery on team website
- Assist with updates to Facebook and Twitter ~ should be updated at least once every 24 hours
- Design & Create ALL ticket flyers for ticket department

**\*To apply, please send resume to: [jennifer@rapidcityrush.com](mailto:jennifer@rapidcityrush.com) OR fax to 605-716-6100**